



# CRESTON NEIGHBORHOOD ASSOCIATION

## Office Coordinator

### Job Description

**POSITION:** Office Coordinator

**ORGANIZATION:** Creston Neighborhood Association (CNA)

Since 1979 the Creston Neighborhood Association (CNA) has been helping organize neighborhood residents and resources, providing information, connections and support to build the Creston community. We envision a diverse community where all neighbors thrive.

**POSITION LEVEL:** Part time position, 15 hours per week

**REPORTING STRUCTURE:** Reports to the Executive Director

**DESCRIPTION:** Are you someone who values working with people of diverse backgrounds? Are you committed to positive change within our local communities? If so, this position may be perfect for you! This is a great opportunity to work within the largest neighborhood association in Grand Rapids. We are looking for a special person with strong time management and organizational skills to provide administrative support to the Creston Neighborhood Association. In this position you will work with our Executive Director and will be responsible for administrative tasks including basic bookkeeping, fund development and office management tasks. Responsibilities could include, but are not limited to:

**Financial Assistance:**

- Basic daily, weekly, biweekly coordination of accounts payable and accounts receivable
- Classify accounts payable and accounts receivable, make journal entries
- Create invoices, organize deposits
- Work with external bookkeeper to prepare end-of-month reconciliation, allocations, and reports
- Assist with payroll submission and hours tracking
- Work with external accountant to provide information for annual financial review

**Fund Development:**

- Coordinate donor database: enter donor data, update records, ensure accuracy and integrity of database, email, and mail merges
- Schedule and supervise data entry volunteers
- Receipt and thank donors weekly
- Assist with fund development events: manage check-in, track attendees and donations, sponsorship tracking and acknowledgement, follow-up with donors
- Coordinate electronic and print mail sponsorship and membership solicitations

**Administrative Assistance:**

- Track office supply inventory and place orders as necessary
- Maintain office organization and files
- Coordinate contracts and forms
- Sort and process mail
- Answer incoming phone calls, voice mail, email

**PREFERRED QUALIFICATIONS:**

- Two years of college or academic training in nonprofit administration, accounting or bookkeeping, business
- Two years of professional experience in fund development, office coordination, bookkeeping or accounting
- Experience using databases and communications technology like MailChimp and social media

**KEY ATTRIBUTES**

- Values working with people from diverse backgrounds with a genuine commitment to residents and sensitivity to community issues
- Strong administrative, time and task management skills;
- Highly motivated and independent, yet team-oriented and adaptable with a commitment to growth and excellence.
- Talent and skills for improving systems and processes.
- Comfort learning new technologies

**SALARY AND BENEFITS:** \$15 per hour, prorated paid holidays and time off for vacation, sickness, personal days.

**CONTACT:** Please send cover letter and resume to Megan Kruijs, Executive Director,  
[mkruis@crestongr.com](mailto:mkruis@crestongr.com)